

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** April 23, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: CFO MEETING

The next meeting of the Chief Financial Officers will be held as follows:

DATE/TIME: May 14, 2002 @ 1:00 PM

PLACE: Arnold Conference Center, Regan Building
Cranston, Rhode Island

AGENDA

- 1) Review of CFO and RI SAIL communications for FY 2002 to date (**L. Franklin**)
- 2) Review of FY 2002 fiscal close timetable (**S. Blazer**)
- 3) Procedures for FY 2002 A-12T's and adjustment vouchers (**S Blazer**)
- 4) Procedures for FY 2002 payments (purchase order and non-purchase order)
(**M. Fletcher**)
- 5) Review of accounting treatment of FY 2002 purchase orders (**W. Hannon**)
- 6) Procedures for Accounts Payable (Form A-16) process (**L. Franklin**)
- 7) Procedures for FY 2003 purchase requisitions (**H Christy**)
- 8) Procedures for FY 2003 (non-purchase order) payments (**M. Fletcher**)
- 9) RI SAIL Training Plan (**L. Franklin**)
- 10) Operations Issues:
 - Accounts Payable (**M. Fletcher**)
 - Accounting (**S. Blazer**)
- 11) Questions and Answer Period

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